



CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

“Honoring California’s Veterans”

Located in the heart of scenic Napa Valley, the Veterans Home of California, Yountville is a community of and for veterans. Some 1,100 veterans (both men and women) live at the home. Founded in 1884, the Veterans Home of California, Yountville is the largest veterans’ home in the United States. It provides residential accommodations and a wealth of recreational, social, and therapeutic activities for independent living. Be a participant in the Agency’s mission of “Promoting and delivering the benefits provided by the grateful State of California to its deserving veterans and their families”.

NURSE INSTRUCTOR
Permanent, Full –Time
\$6914 - \$8404 Monthly
Final File: Continuous Filing

LOCATION:
Veterans Home of California, Yountville
110 California Drive, Yountville, CA 94599-1414

Who Should Apply:

Current State employees in this classification or those who are eligible on a certification list, transfers or reinstatement may apply for this vacancy.

NOTE: APPOINTMENT IS SUBJECT TO SROA/SURPLUS PROVISIONS. PLEASE ATTACH YOUR SROA/SURPLUS LETTER TO YOUR APPLICATION AND INDICATE THAT YOU ARE ON SROA STATUS/SURPLUS STATUS IN THE “APPLYING FOR” SECTION OF THE STD 678 EXAMINATION/EMPLOYMENT APPLICATION. APPLICATIONS WHICH INDICATE SROA/SURPLUS STATUS WILL BE GIVEN FIRST PRIORITY.

THE SALARY LISTED FOR THIS CLASSIFICATION WILL BE ADJUSTED ACCORDINGLY TO COMPLY WITH THE PROVISIONS OF THE FURLOUGH PROGRAM.

If you are not a current State employee or otherwise eligible, you may qualify for a civil service examination based on the minimum qualifications for the classification. To view a current listing of examinations being offered by the California Department of Veterans Affairs, please visit our website at www.cdva.ca.gov, or to view examinations offered by all State departments, please visit the State Personnel Board’s website at www.jobs.ca.gov.

HONORABLY DISCHARGED VETERANS WHO FALL UNDER EITHER CATEGORY AND MEET THE REQUIREMENTS STATED ON THE JOB AND/OR EXAMINATION ANNOUNCEMENT ARE ENCOURAGED TO APPLY.

Duties and Responsibilities:

Under the general direction of the Assistant Deputy Secretary for Veterans Homes, the Nurse Instructor is responsible for developing and presenting educational opportunities for all staff at the Veterans Home of California; working with staff at all Homes to standardize educational offerings; developing and managing content for the computer assisted learning program; assisting in the development of material in response to survey findings; and providing education to staff regarding the use of the Veterans Homes Information System (VHIS) in the clinical setting. This may include planning, organizing and conducting formal training classes for new employees. The Nurse Instructor may also work with current employees in groups and individually to provide education and measure job related competency. The predominant duties include, but are not limited to, the following:

- Teaches Continuing Education Classes to licensed staff, Inservice classes to licensed and unlicensed staff, Orientation and Mandatory Inservices to all staff. Must be able to do the following, unassisted; lift 40 lbs., push, pull, shove 50lbs, move and set-up equipment, televisions, VCR’s, CPR manikins, tables, chairs, flip charts, carts, mock code manikins, on Veterans Home grounds. Demonstrate competency skills of all levels of caregivers. Ability to set up electronic equipment, move around and through students with physical demonstration of MAB and CPR, body mechanics, transfer techniques and all other clinical

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

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tasks. The above duties also include writing behavioral objectives, learning objectives, course descriptions, course outlines, pre-tests, post-test, evaluation tools, performance checklists, worksheets, performance evaluation reports, counseling students, writing memos and directions to students, co-teachers, and supervisors, correcting and/or reviewing evaluation tools and all reports, forms, etc. generated by students, coordination of clinical rotations with Nursing Staff and other disciplines, identification of appropriate Preceptors, provide one-to one instruction and counseling as necessary keep complete documentation of classes attended and provide paperwork in appropriate format to meet regulations of B.O.R.N., Title 24 and Title 22.

- Conducts Employee Orientation of Licensed Staff, Unlicensed Staff, Graduate Nurses, Napa College Preceptees, Summer Youth Workers, and volunteers and affiliate students from local colleges. Ability to travel throughout the grounds and carry training materials (150-200 yards) from Nursing Education building to Nursing units for training. Employee orientation involves execution of proper paperwork, greeting and touring with students, orientation to Veterans Home policies and procedures, arrangement of classes, films, filmstrips, video-taping, securing commitments from other staff or disciplines to assist in Orientation, arrange clinical rotations, maintain educational folders on all students, write memos and directives as they pertain to Orientation, confer and counsel all new employees and give them a sense of direction to ease their adjustment to a new facility.
- Responsible for class preparation, clinical rotations, one-to-one instruction, audio/visual technician, coordinate and draft monthly calendar of events, write and maintain Educational policies, Procedures and Manuals. Develop and maintain Nursing Education Q.I. Monitors. Present Educational Programs on all Shifts.
- Serves as a chairperson or member of the following committees: Procedure Committee, Policy Committee, Product Evaluation Committee, Patient Care Standard Committee, and other committees as assigned. This involves researching committee business, recording, participating in committee meetings and projects and minutes.
- Participates in community functions and/or committees as follows: Health Faire, Napa College Nursing Advisory Board, Regional Occupation Program, Napa County Staff Development Committee, Southern California Veterans Home Activation Teams, and other activities such as, speaking at "Career Day" programs.
- Other duties as related.

Requirement:

California Registered Nurse License

Desirable qualifications:

Strong communication and customer service skills.

Good work ethic.

Ability to work all shifts (some weekends may be required).

Experience working with Microsoft Office (Word, Excel and Outlook).

How to Apply:

Visit the State Personnel Board (SPB) website at: www.spb.ca.gov, to download the application. Submit your completed State Application (Std. 678), and resume to: **Veterans Home of California, Yountville – 110 California Drive, Yountville, CA 94599-1414, Attn: Human Resources.**

Note: In the "Explanations" box on Page 1 of the State application, you must clearly indicate the basis of your eligibility, i.e., list, transfer, SROA, Surplus, Re-employment, Reinstatement, or **Training and Development Assignment**. Failure to do so could result in being rejected from the interview process.

Questions:

If you have any questions or request information concerning this posting, or need assistance in the application process, please contact **Human Resources at (707) 944-4550 TDD: (707) 944-4560 CA RELAY SERVICE: (800) 735-2929**

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICATIONS WILL BE SUBJECT TO SCREENING AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED.

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